CHAPTER

9

Electronic Resources

Contents

9.0 GENERAL RULES

- 9.0A Scope
- 9.0B Sources of information
- 9.0C Punctuation
- 9.0D Levels of detail in the description
- 9.0E Language and script of the description
- 9.0F Inaccuracies
- 9.0G Accents and other diacritical marks
- 9.0H Items with several chief sources of information

9.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

- 9.1A Preliminary rule
- 9.1A1 Punctuation
- 9.1B Title proper
- 9.1C General material designation
- 9.1D Parallel titles
- 9.1E Other title information
- 9.1F Statements of responsibility
- 9.1G Items without a collective title

9.2 EDITION AREA

- 9.2A Preliminary rule
- 9.2A1 Punctuation
- 9.2B Edition statement
- 9.2C Statements of responsibility relating to the edition
- 9.2D Statement relating to a named revision of an edition
- 9.2E Statements of responsibility relating to a named revision of an edition

9.3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

9.4 PUBLICATION, DISTRIBUTION, ETC., AREA

- 9.4A Preliminary rule

9.4A1 Punctuation
9.4B General rule
9.4C Place of publication, distribution, etc.
9.4D Name of publisher, distributor, etc.
9.4E Statement of function of publisher, distributor, etc.
9.4F Date of publication, distribution, etc.
9.4G Place of manufacture, name of manufacturer, date of manufacture

9.5 PHYSICAL DESCRIPTION AREA
9.5A Preliminary rule
9.5A1 Applicability
9.5A2 Punctuation
9.5B Extent of item (including specific material designation)
9.5C Other physical details
9.5D Dimensions
9.5E Accompanying material

9.6 SERIES AREA
9.6A Preliminary rule
9.6A1 Punctuation
9.6B Series statements

9.7 NOTE AREA
9.7A Preliminary rule
9.7A1 Punctuation
9.7B Notes

9.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA
9.8A Preliminary rule
9.8A1 Punctuation
9.8B Standard number
9.8C Key-title
9.8D Terms of availability
9.8E Qualification

9.9 SUPPLEMENTARY ITEMS

9.10 ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

9.0. GENERAL RULES

9.0A. Scope

9.0A1. The rules in this chapter cover the description of electronic resources. Electronic resources consist of data (information representing numbers, text, graphics, images, maps, moving images, music, sounds, etc.), programs (instructions, etc., that process the data for use), or combinations of data and programs. Electronic resources often include components with characteristics found in multiple classes of materials so there will frequently be a need

to consult other chapters. For example, in describing a serially-issued cartographic electronic resource, use chapters 3, 9, and 12.

For cataloguing purposes, electronic resources may be treated in one of two ways depending on whether access is direct (local) or remote (networked). Direct access is understood to mean that a physical carrier can be described. Such a carrier (e.g., disc/disk, cassette, cartridge) must be inserted into a computerized device or into a peripheral attached to a computerized device. Remote access is understood to mean that no physical carrier can be handled. Remote access can only be provided by use of an input-output device (e.g., a terminal), either connected to a computer system (e.g., a resource in a network), or by use of resources stored in a hard disk or other storage device.

9.0B. Sources of information

9.0B1. Chief source of information. The chief source of information for electronic resources is the resource itself.

Take the information from formally presented evidence (e.g., title screen(s), main menus, program statements, initial display(s) of information, home page(s), the file header(s) including "Subject:" lines, encoded metadata (e.g., TEI headers, HTML/XML meta tags), and the physical carrier or its labels[1]), including information that has been uncompressed, printed out, or otherwise processed for use. If the information in these sources varies in degree of fullness, prefer the source that provides the most complete information.

If the information required is not available from the resource itself, take it from the following sources (in this order of preference):

printed or online documentation or other accompanying material (e.g., publisher's letter, "about" file, publisher's Web page about an electronic resource)
information printed on a container issued by the publisher, distributor, etc.

If the item being described consists of two or more separate physical parts, treat a container or its permanently affixed label that is the unifying element as the chief source of information if it furnishes a collective title and the formally presented information in, or the labels on, the parts themselves do not.

If the information required is not available from the chief source or the sources listed above, take it from the following sources (in this order of preference):

other published descriptions of the resource
other sources (e.g., metadata records)

9.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of electronic resources is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

1. *Label* refers to any paper, plastic, etc., label permanently affixed to a physical carrier, or information printed or embossed directly onto the physical carrier by the publisher, creator, etc., of the resource, as opposed to those on the container or to any label added locally.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information, information issued by the publisher, creator, etc., container
Edition	Chief source of information, information issued by the publisher, creator, etc., container
Type and extent of resource	Any source
Publication, distribution, etc.	Chief source of information, information issued by the publisher, creator, etc., container
Physical description	Any source
Series	Chief source of information, information issued by the publisher, creator, etc., container
Note	Any source
Standard number and terms of availability	Any source

9.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.
For the prescribed punctuation of elements, see the following rules.

9.0D. Levels of detail in the description

See 1.0D.

9.0E. Language and script of the description

See 1.0E.

9.0F. Inaccuracies

See 1.0F.

9.0G. Accents and other diacritical marks

See 1.0G.

9.0H. Items with several chief sources of information

See 1.0A3.

9.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

9.1A. Preliminary rule
9.1B. Title proper
9.1C. General material designation

9.1D. Parallel titles
9.1E. Other title information
9.1F. Statements of responsibility
9.1G. Items without a collective title

9.1A. Preliminary rule

9.1A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede the title of a supplement or section (see 1.1B9) by a full stop.
Enclose the general material designation in square brackets.
Precede each parallel title by an equals sign.
Precede each unit of other title information by a colon.
Precede the first statement of responsibility by a diagonal slash.
Precede each subsequent statement of responsibility by a semicolon.
For the punctuation of this area for items without a collective title, see 1.1G.

9.1B. Title proper

9.1B1. Transcribe the title proper as instructed in 1.1B.

```
WordStar

Practicalc II

Demon attack

The CPS 1974 American national election survey

Krell's logo

Visitrend + visiplot
```

9.1B2. Always give the source of the title proper in a note (see 9.7B3). If the title has been supplied (see 1.1B7), give the source of the supplied title in a note (see 9.7B3).

9.1B3. Do not record a file name or a data set name as the title proper unless it is the only name given in the chief source. If desired, give a file name or data set name not used as the title proper in a note (see 9.7B4).

9.1C. *Optional addition.* General material designation

9.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

```
Gertrude's puzzles [GMD]
```

9.1C2. If an electronic resource contains parts belonging to materials falling into two or more categories, and if none of these is the predominant component, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

9.1D. Parallel titles

9.1D1. Transcribe parallel titles as instructed in 1.1D.

Citizen participation in non-work-time activities [GMD] = Participation des citoyens aux activités hors des heures de travail

El asistente del instructor [GMD] = Teaching assistant

9.1E. Other title information

9.1E1. Transcribe other title information as instructed in 1.1E.

Vufile [GMD] : an information retrieval system for use with files, lists, and data bases of all kinds

A.C.E. [GMD] : Applesoft command editor

9.1F. Statements of responsibility

9.1F1. Transcribe statements of responsibility relating to those persons or bodies credited with a major role in creating the content of the resource as instructed in 1.1F.

Database [GMD] / Paul Fellows

The China study [GMD] / principal investigator, Angus Campbell

Memory castle [GMD] / designed by Donna Stanger ; programmed by Lon Koenig

Class records system [GMD] / by Quercus

Moby Dick [GMD] / by Herman Melville ; compiled and produced by Princeton University Computer Center under the direction of Robert Knight

Give all other statements of responsibility in notes (see 9.7B6).

9.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

A reconstruction of Oliver Benson's Simple diplomatic game [GMD] / [developed by] Jeff Krend

Redistricting program [GMD] / [prepared by] Stuart Nagel [for the] Inter-University Consortium for Political Research

9.1G. Items without a collective title

9.1G1. If an electronic resource lacks a collective title, *either* describe the item as a unit (see 9.1G2 and 9.1G3) *or* make a separate description for each separately titled part (see 9.1G4).

9.1G2. In describing as a unit an electronic resource lacking a collective title, transcribe the titles of the individual parts as instructed in 1.1G3.

Personal bibliographic system [GMD] / by Victor Rosenberg. Data transfer system / written by Cyrus Galambor and Peter Rycus

Let's go to a beer bust [GMD] / written by Sue Beall and Wayne Wyllie ; programmed by Kathy Kothmann. Time out / written by Ruth Cady ; programmed by Kathy Kothmann. Blood alcohol content / by Robert S. Gold

9.1G3. Make the relationship between statements of responsibility and the parts of an item lacking a collective title and described as a unit clear by additions as instructed in 9.1F2.

9.1G4. *Optionally*, make a separate description for each separately titled part of an item lacking a collective title. For the statement of the extent in each of these descriptions, see 9.5B2. Link the separate descriptions with notes (see 9.7B21). For instructions on sources of information, see 9.0B.

9.2. EDITION AREA

Contents:

9.2A. Preliminary rule
9.2B. Edition statement
9.2C. Statements of responsibility relating to the edition
9.2D. Statement relating to a named revision of an edition
9.2E. Statements of responsibility relating to a named revision of an edition

9.2A. Preliminary rule

9.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a statement relating to a named revision of an edition by a comma.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

9.2B. Edition statement

9.2B1. Transcribe a statement relating to an edition of an electronic resource that contains differences from other editions of that resource, or to a named reissue of a resource, as instructed in 1.2B.

Rev. ed.

NORC test ed.

Level 3.4

Rev. ed. 10/2/82

3rd update

Version 5.20

[Version] 1.1

Prelim. release 0.5

Interactive version

Give the source of the edition statement in a note (see 9.7B7) if it is different from the source of the title proper.

9.2B2. In case of doubt about whether a statement is an edition statement, take the presence of words such as *edition*, *issue*, *version*, *release*, *level*, *update* (or their equivalents in other languages) as evidence that the statement is an edition statement, and transcribe it as such.

9.2B3. *Optional addition.* If an electronic resource lacks an edition statement but is known to contain significant changes from other editions (e.g., changes in the data involving content, standardized coding, etc.; changes in the programming including changes in the program statements, programming language, and programming routines and operations; the addition of sound or graphics; improvement of graphics), supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

```
[Version 7, Rev. version]

[Windows 95 ed.]
```

9.2B4. Do not treat an issue of a resource that incorporates minor changes as a new edition. Such minor changes include corrections of misspellings of data, changes in the arrangement of the contents, changes in the output format or the display medium, and changes in the physical characteristics (e.g., blocking factors, recording density). If desired, give the details of such changes in a note (see 9.7B7).

9.2B5. If an item consists of multiple physical carriers, including accompanying material, and there are multiple edition statements relating to the whole as well as to parts of the resource, transcribe only the edition statement(s) relating to the whole resource in the edition area. Edition statements relating to parts may be given in a note (see 9.7B7).

9.2B6. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

9.2B7. If an item lacking a collective title and described as a unit contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

9.2C. Statements of responsibility relating to the edition

9.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a resource as instructed in 1.2C and 9.1F. If desired, transcribe other statements of responsibility relating to the edition in a note (see 9.7B7).

```
  Rev. ed. / program has been converted from BASIC to
FORTRAN IV by Allen P. Smith
```

9.2D. Statement relating to a named revision of an edition

9.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

```
ICPSR ed., OSIRIS IV version
```

Do not record statements relating to a named revision of an edition when the changes are of a minor nature (see 9.2B4).

Do not record statements relating to a reissue that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

9.2E. Statements of responsibility relating to a named revision of an edition

9.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 9.1F.

```
3rd ed., Version 1.2 / programmed by W.G. Toepfer
```

9.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

9.3A. This area is not used for electronic resources.

9.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

9.4A. Preliminary rule
9.4B. General rule
9.4C. Place of publication, distribution, etc.
9.4D. Name of publisher, distributor, etc.
9.4E. Statement of function of publisher, distributor, etc.
9.4F. Date of publication, distribution, etc.
9.4G. Place of manufacture, name of manufacturer, date of manufacture

9.4A. Preliminary rule

9.4A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

9.4B. General rule

9.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

9.4B2. Consider all remote access electronic resources to be published.

9.4C. Place of publication, distribution, etc.

9.4C1. Give the place of publication, distribution, etc., of a published electronic resource as instructed in 1.4C.

9.4C2. Do not record a place of publication, distribution, etc., for an unpublished electronic resource. Do not record *s.l.* in such a case.

9.4D. Name of publisher, distributor, etc.

9.4D1. Give the name of the publisher, etc., and *optionally* the distributor, of a published electronic resource as instructed in 1.4D.

```
London : Psion

Newton Upper Falls, Mass. ; Ipswich : Practicorp
  (Cataloguing agency in the United Kingdom)

Prague : [s.n.]

[S.l.] : Bruce & James Program Publishers ; [New York :
Distributed by Simon & Schuster]

Bellevue, Wash. : Temporal Acuity Products ; Owatonna,
Minn. : Distributed exclusively by Musictronic

[Honolulu?] : M.R. Ogden
  (A personal home page)
```

9.4D2. Do not record the name of a publisher, distributor, etc., for an unpublished electronic resource. Do not record *s.n.* in such a case.

9.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

9.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

```
Chicago : National Opinion Research Center ; Storrs, Conn.
: Roper Public Opinion Research Center [distributor]
```

9.4F. Date of publication, distribution, etc.

9.4F1. Give the date of publication, distribution, etc., of a published electronic resource as instructed in 1.4F.

```
Ann Arbor : University of Michigan, Institute for Social
Research, 1968

Chicago : University of Chicago, 1961-1962

Richmond, Va. : Rhiannon Software, c1985

[United States : s.n., 198-]

[Jamestown, N.D.] : Northern Prairie Science Center,
[1995?]-
```

9.4F2. Give the date of creation of an unpublished electronic resource.

9.4F3. Give any other useful dates (e.g., dates of collection of data) in a note (see 9.7B7 and 9.7B9).

9.4F4. If there is no publication, distribution, etc., date which applies to the item as a whole, and the item has multiple copyright dates which apply to various aspects of the production (e.g., programming, sound production, graphics, documentation), transcribe only the latest copyright date.

Optionally, transcribe the other dates in a note (see 9.7B7) or in a contents note (see 9.7B18).

9.4G. Place of manufacture, name of manufacturer, date of manufacture

9.4G1. If the name of the publisher is unknown and the place and name of the manufacturer are found in the item, give that place and name as instructed in 1.4G.

```
[S.l. : s.n.], 1986 (Cleveland, Ohio : CD Wonderworks)
```

9.4G2. *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they are found in the item and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

9.5. PHYSICAL DESCRIPTION AREA

Contents:

9.5A. Preliminary rule
9.5B. Extent of item (including specific material designation)
9.5C. Other physical details
9.5D. Dimensions
9.5E. Accompanying material

9.5A. Preliminary rule

9.5A1. Applicability

a) ***Direct access electronic resources.*** Give a physical description as instructed in 9.5B–9.5E.

b) ***Remote access electronic resources.*** Do not give a physical description for an electronic resource that is available only by remote access unless the option at 9.5B3 is applied. See 9.7B1c, 9.7B8, and 9.7B10.

9.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area by a full stop, space, dash, space *or* start a new paragraph.
Precede other physical details by a colon.
Precede dimensions by a semicolon.
Precede each statement of accompanying material by a plus sign.
Enclose physical details of accompanying material in parentheses.

9.5B. Extent of item (including specific material designation)

9.5B1. For direct access electronic resources, record the number of physical units of the carrier by giving the number of them in arabic numerals and one of the following terms as appropriate:

computer chip cartridge
computer disk
computer optical disc
computer tape cartridge
computer tape cassette
computer tape reel

```
1 computer disk

2 computer tape cassettes

1 computer tape reel

1 computer optical disc
```

When new physical carriers are developed for which none of these terms is appropriate, give the specific name of the physical carrier as concisely as possible, preferably qualified by *computer*.

```
1 computer card

1 computer optical card
```

Optionally, use a term in common usage to record the specific format of the physical carrier.

```
1 CD-ROM

2 Photo CDs

1 DVD-ROM
```

Optionally, give, in addition to the physical carrier, an appropriate term preferably taken from subrule .5B of one of the chapters of part I if considered to be important.

```
184 remote-sensing images on 1 CD-ROM

450 maps on 3 CD-ROMs
```

Give a trade name or other similar specification in a note (see 9.7B1b).

9.5B2. If the description is of a separately titled part of an item lacking a collective title (see 9.1G4), express the fractional extent in the form *on reel 2*, *on 3 of 5 disks*, *on 1 disk*, etc.

9.5B3. *Optionally*, record the extent of an electronic resource that is available only by remote access. Use an appropriate term preferably taken from subrule .5B of one of the chapters of part I *or* a term in common usage. See also 9.5C3.

```
1 photograph

6 remote-sensing images

1 sound file

Web site

1 electronic text
```

9.5B4. Give the number or approximate number of files that make up the content (use *file* or *files* preceded by an arabic numeral) and/or the number or approximate number of records (use *records*), statements (use *statements*), or bytes (give the term in either abbreviated or full form), if readily available and considered to be important. Enclose additions in parentheses.

```
1 CD-ROM (1 file : 240,000 bytes)

1 computer disk (3 files : 100, 460, 550 records)

1 zip disk (96 mb)

1 photograph (14,995 bytes)
```

If such characteristics cannot be given succinctly, give them in a note (see 9.7B8).

9.5C. Other physical details

9.5C1. If the resource is specified to have sound or is known to produce sound, give *sd.* If it is specified or known to display in two or more colours, give *col.*

```
1 computer chip cartridge : sd.

1 computer disk : col.

1 computer disk cartridge : sd., col.
```

Give details of the requirements for the production of sound or the display of colour in a note (see 9.7B1b).

9.5C2. *Optionally*, give other physical characteristics (e.g., recording density, sectoring), if readily available and if they are considered to be important.

```
1 computer disk : sd., col., single sided, single density,
soft sectored

2 computer tape reels : 6,250 bpi
```

If such characteristics cannot be given succinctly, give them in a note (see 9.7B10).

9.5C3. When recording the extent of an electronic resource that is available only by remote access, give other details about the resource (e.g., file types) if readily available and considered to be important.

```
1 photograph : digital, TIFF file

69 p. : digital, PDF file

3 sound files : digital, mp3 file

1 electronic text : HTML file
```

If such characteristics cannot be given succinctly, give them in a note (see 9.7B10).

9.5D. Dimensions

9.5D1. Give the dimensions of the physical carrier as instructed below.

a) *Discs/Disks.* Give the diameter of the disc or disk in inches, to the next ¼ inch up.

1 computer disk : col. ; 5¼ in.

1 computer optical disc : col. ; 4¾ in.

b) *Cartridges.* Give, in inches to the next ¼ inch up, the length of the side of the cartridge that is to be inserted into the machine.

1 computer chip cartridge ; 3½ in.

c) *Cassettes.* Give the length and height of the face of the cassette in inches, to the next ⅛ inch up.

1 computer tape cassette ; 3⅞ × 2½ in.

Optionally, give the dimensions of the physical carriers described in a)-c) in centimetres to the next whole centimetre up.

d) *Reels.* Do not give dimensions for reels.

e) *Other carriers.* Give the appropriate dimensions of other physical carriers in inches or in centimetres, rounding up as appropriate.

1 computer card ; 9 × 6 cm.

9.5D2. If the item consists of more than one physical carrier and they differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

3 computer disks ; 3½-5¼ in.

or 3 computer disks ; 9-14 cm.

9.5E. Accompanying material

9.5E1. Give the details of accompanying material as instructed in 1.5E.

1 computer disk ; 5¼ in. + 1 user's guide

1 computer disk : col. ; 3½ in. + 1 v. (51 p. : ill. ; 20 cm.)

1 computer disk ; 5¼ in. + 1 user manual and addendum
(*Accompanying material has title:* User manual and addendum)

1 computer tape cassette : col. ; 3⅞ × 2½ in. + 1 sound cassette (20 min. : analog, stereo.)

1 computer disk ; 3½ in. + 1 demonstration disk + 1 codebook

2 identical computer disks ; 5¼ in.

1 computer tape cassette ; 3⅞ × 2½ in. + 7 maps

9.5E2. If no physical description is given (see 9.5A1), give details of any accompanying material in a note (see 9.7B11).

9.6. SERIES AREA

Contents:

9.6A. Preliminary rule
9.6B. Series statements

9.6A. Preliminary rule

9.6A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area by a full stop, space, dash, space.
Enclose each series statement (see 1.6J) in parentheses.
Precede each parallel title by an equals sign.
Precede other title information by a colon.
Precede the first statement of responsibility by a diagonal slash.
Precede each subsequent statement of responsibility by a semicolon.
Precede the ISSN of a series or subseries by a comma.
Precede the numbering within a series or subseries by a semicolon.
Enclose a date following a numeric and/or alphabetic designation in parentheses.
Precede the title of a subseries, or the designation for a subseries, by a full stop.
Precede the title of a subseries following a designation for the subseries by a comma.

9.6B. Series statements

9.6B1. Record each series statement as instructed in 1.6.

```
(Practicorp no-nonsense software)

(American national election study series ; no. 13)

(Series C. Machine-readable texts of Greek authors)
```

9.7. NOTE AREA

Contents:

9.7A. Preliminary rule
9.7B. Notes

9.7A. Preliminary rule

9.7A1. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

9.7A2. In making notes, follow the instructions in 1.7A.

9.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

9.7B1. Nature and scope, system requirements, and mode of access

a) *Nature and scope.* Make notes on the nature or scope of the resource unless it is apparent from the rest of the description.

```
Game

Word processor

Combined time series analysis and graph plotting system

Spreadsheet, with word processing and graphic capabilities
```

b) *System requirements.* Make a note on the system requirements of the resource if the information is readily available. Begin the note with *System requirements:*. Give the following characteristics in the order in which they are listed below. Precede each characteristic, other than the first, by a semicolon.

the make and model of the computer(s) on which the resource is designed to run
the amount of memory required
the name of the operating system
the software requirements (including the programming language)
the kind and characteristics of any required or recommended peripherals
the type of any required or recommended hardware modifications

```
  System requirements: 48K RAM; Apple Disk II with
controller; col. monitor
```
(Resource requires colour monitor for display)

```
  System requirements: IBM PC; 64K; colour card; 2 disk
drives

  System requirements: Apple II, II+, or IIe; 48K; DOS 3.3;
Applesoft in ROM

  System requirements: IBM PC or 100% compatible; 128K;
DOS 1.1 to DOS 2.1

  System requirements: RTI Series 500 CD-ROM DataDrive

  System requirements: IBM PC AT or XT; CD-ROM player and
drive

  System requirements: 486/33MHz PC, Macintosh, or Power
Macintosh; 8MB RAM; Windows 3.1 (or higher) or System 7.0.1
(or higher); Java-capable Web browser; VGA Monitor
```
(May also be given as separate system requirement statements for each make and model of the computer)

c) *Mode of access.* If a resource is available only by remote access, always specify the mode of access. Begin the note with *Mode of access:*.

```
  Mode of access: AUSINET
```

Mode of access: Electronic mail using ARPA

Mode of access: World Wide Web

Mode of access: Internet via ftp

9.7B2. Language and script. Give the language(s) and/or script(s) of the spoken or written content of a resource unless this is apparent from the rest of the description.

In German

Greek language transcribed in medieval manuscript tradition

Screen text and audio in English and French

Record the programming language as part of the system requirements note (see 9.7B1b).

9.7B3. Source of title proper. Always give the source of the title proper.

Title from title screen

Title from "catalogue record" provided by the producer

Title from codebook

Title supplied in correspondence by creator of the resource

Title supplied by cataloguer

Title from Web page (viewed on May 29, 1999)
(*Source of title note combined with item described note*)

9.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Title on manual: Compu-math decimals

Also known as: MAXLIK

Title in HTML header: American Birding Association home page

Second title screen: Personal finances and other applications

Optionally, transcribe a file name or data set name if it differs from the title proper. For a locally assigned file name or data set name, see 9.7B20.

File name: CC.RIDER

9.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Subtitle on container: Life & work of explorer Thor Heyerdahl

Parallel title in HTML header: Légende et réalité : les héros historiques et légendaires du Canada

9.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if they are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

Data collected in collaboration with Christiane Klapisch, École pratique des hautes études, Paris

Additional contributors to program: Eric Rosenfeld, Debra Spencer

Simulation rev. and reprogrammed by John Smith for use in an online time-sharing environment

Systems designer, Henry Letow ; sound, LF Acoustics

User's guide by John Unger Zussman

Program initially developed by Richard Strauss, Jean Foss, and Mable Kinzie and ported to HTML by Bill Looney, Jason Mitchell, and Mable Kinzie

Web site hosted by the University of Edinburgh Dept. of Geography

9.7B7. Edition and history. Give the source of the edition statement if it is different from the source of the title proper.

Ed. statement from container label

Make notes relating to the edition being described or to the history of the item.

Updated version of 1982 program

Program first issued in 1981

Re-published on the Internet, Nov. 1997

Issued in part in print as: Protected areas of the world : a review of national systems. Gland, Switzerland : IUCN, c1991-c1992; and as latest ed. of: United Nations list of national parks and protected areas

Originally published in print: Pierre, SD : South Dakota Dept. of Game, Fish & Parks, Wildlife Division, c1991. (Report / South Dakota Division of Wildlife ; no. 91-04)

Give details of minor changes such as those listed in 9.2B4 if they are considered to be important.

Mnemonic tags substituted for numeric tags

Monochrome version recoded for colour

Cite other works upon which the item depends for its content.

Based on: Historiae / Thucydides ; edited by H.S. Jones and J.E. Powell. Oxford : Clarendon Press, 1967-1970

Give the following dates and details about them if they are considered to be important to the understanding of the content, use, or nature of the resource:

the date(s) covered by the content of a resource
the date(s) when data were collected
the date(s) of accompanying material not described separately if they differ from those of the resource being described

```
New England sermons, 1790-1900

Data collected May-Aug. 1981

Manual dated 1983

Includes supplementary file dated 1981
```

9.7B8. Type and extent of resource. Give information relating to the type and extent of the resource if it is considered to be important and not found elsewhere in the description.

```
Electronic data (2 files : 800, 1250 records) and programs
(3 files : 7260, 3490, 5076 bytes)

Hierarchical file structure

Number of variables: 960

Number of routines: 102

File size: 520, 300, 280, 400, 320, 400, 500 records

File size varies

File size unknown

ASCII character set

Blocked BCDs, 40 records per block, 90 characters per
record
```

9.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

```
Solely distributed by the Laboratory

User's manual distributed by the American Political
Science Association, Washington, D.C.
```

9.7B10. Physical description. Make notes on important physical details that are not included in the physical description area, especially if these affect the use of the item.

```
Stereo. sd.

Displays in red, yellow, and blue

Not copy-protected
```

9.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

```
Accompanied by a series of 5 programs in PL/1, with
assembler subroutines

Accompanied by documentation: 1980 census user's guide.
Pts. 1-2. Washington, D.C. : Supt. of Docs., 1982
```

Set accompanied by one teacher's and parents' guide, titled: Using primary sources / by James A. Peroco; and one user's guide. A teacher's guide accompanies each disc

Accompanied by 1 tutorial, 1 installation and performance guide, 1 AutoLISP programmer's reference, 1 IGES interface specifications, 1 addendum, 1 plastic template

9.7B12. Series. Make notes on series data that cannot be given in the series area.

Originally issued in series: European Community study series

9.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

Thesis (M.A.)—University of Illinois at Urbana-Champaign, 1984

9.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, a resource if this information is stated in or on the item, its container, or accompanying material.

For ages 7-10

Intended audience: High school students

For use by qualified medical practitioners only

Designed for those with a professional interest in analyzing spatial data (e.g., geographers, planners, meteorologists)

9.7B16. Other formats. Give the details of other formats in which the content of the resource has been issued.

Data issued also in printed form and in microform

Issued also for IBM PC and PC-compatible hardware

Database also on CD-ROM; included in: Arctic and Antarctic regions (National Information Services Corp.)

Database and other associated documentation available in a Mac version and in four PC-compatible formats: tab-delimited ASCII file; SPSS portable file; Excel file; SAS formatted file

9.7B17. Summary. Give a brief objective summary of the purpose and content of an item unless another part of the description provides enough information.

Summary: Can be used to manipulate, weigh, and aggregate raw data in any manner desired. By assigning values to the coordinate locations of data points or data zones, the user may produce three types of map: contour, proximal, or conformant

Summary: Responses of New York City adults to Harris study questionnaire used during Apr. and May 1969

Summary: Eight versions of a video game for 1-2 players. To survive, players use laser cannons to destroy flying demons

Summary: A simulation of Operation Barbarossa, the German invasion of Russia during World War II

Summary: Utility program, featuring a screen saver with video clips from the TV show, wallpaper, and sound effects

9.7B18. Contents. List the parts of a resource.

Contents: 1. Idaho — 2. Montana — 3. Oregon — 4. Washington

Contents: Moby Dick — Last of the Mohicans — Huckleberry Finn — Scarlet letter

Make notes on additional or partial contents when appropriate.

Contains information on all 50 states

Each record contains selected fields from the records with fewer than 2049 characters issued on LC MARC tape v. 6, no. 5

9.7B19. Numbers. Give important numbers associated with the item other than ISBNs or ISSNs (see 9.8B).

APX-10050

9.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20. If desired, give a locally assigned file or data set name. If desired, give the date when the content of the resource was copied from, or transferred to, another source.

Local data set name: RBBIT.1

Library's set lacks disk 7

Copied June 1983

Restricted to scholarly use

Resource copied Apr. 1999 from local area network

Restricted to users at subscribing institutions

9.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With: Uncle Sam's jigsaw — U.S. Constitution tutor — Scramble

9.7B22. Item described. For remote access resources, always give the date on which the resource was viewed for description.

Description based on contents viewed Sept. 16, 1998

9.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

9.8A. Preliminary rule
9.8B. Standard number
9.8C. Key-title
9.8D. Terms of availability
9.8E. Qualification

9.8A. Preliminary rule

9.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area by a full stop, space, dash, space *or* start a new paragraph.
Precede each repetition of this area by a full stop, space, dash, space.
Precede a key-title by an equals sign.
Precede terms of availability by a colon.
Enclose a qualification to the standard number or terms of availability in parentheses.

9.8B. Standard number

9.8B1. Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to a resource as instructed in 1.8B.

```
ISBN 0-89138-111-2 (codebook)
```

9.8B2. Give any other number assigned to a resource in a note (see 9.7B19).

9.8C. Key-title

9.8C1. Give the key-title of a resource as instructed in 1.8C.

9.8D. *Optional addition.* Terms of availability

9.8D1. Give the terms on which the item is available as instructed in 1.8D.

```
$800.00

ISBN 0-87085-315-5 : $99.95

Free to universities and colleges, for hire to others
```

9.8E. Qualification

9.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E.

```
ISBN 0-87490-399-8 : $49.00 ($19.00 for students)
```

9.9. SUPPLEMENTARY ITEMS

9.9A. Describe supplementary items as instructed in 1.9.

9.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

9.10A. Describe items made up of several types of material as instructed in 1.10.